

Action Planning Form

SAMPLE 2 – PROMOTING DISTRICT POLICY FOR ACCOMMODATING SPECIAL DIETS

This sample is intended as a guide only. Your district may require different actions, resources or personnel.

STEP 1. Identify the objective and target date for completion. Complete a separate action planning form for each objective.

Objective	Target Date
To promote the district's policy for special dietary accommodations in school meals to school staff, families and students.	August 31

STEP 2. Identify the actions needed to meet the objective above. For each action, identify the materials/resources needed, the person(s) responsible and the target date for completion.

Actions	Materials and Resources Needed	Person(s) Responsible	Target Date
1. Develop communication strategies for various groups, including school staff, families and students.	<ul style="list-style-type: none"> Team of representatives from various disciplines, such as food service, health services, medical advisor, registered dietitian, special education, administration, board of education policy committee and parent/teacher organizations 	Food service director, school nurse supervisor, special education director, pupil services director	April 30
2. Review existing Web pages from state agencies, organizations and other school districts. Develop district Web page on special diets in school meals that will be linked to the school food service Web site.	<ul style="list-style-type: none"> Access to district's Web master 	Food service director, school nurse supervisor, district Web master	April 30
3. Identify resources for special diets Web page, including district policy, state and federal resources and links to national health organizations for special diets, such as food allergies, diabetes and celiac disease. Review the CSDE Special Diets Web page and the Special Diets section of the CSDE's Nutrition Resources list for appropriate Web sites. Develop a list of common questions and answers (Q&A) for special diets in school meals. Post district policy and resources on district Web site.	<ul style="list-style-type: none"> Policy document Federal and state regulations, e.g., USDA, ADA, Section 504, IDEA Identified resources, such as CSDE's Accommodating Special Dietary Needs guide and CSDE's Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools Q&A on special diets in school meals 	Food service director, school nurse supervisor, special education director, pupil services director, district Web master	April 30
4. Include information on the district policy and Web link in various communication channels, such as school menus, parent and staff newsletters, parent and student handbooks, e-mails and handouts.	<ul style="list-style-type: none"> Access to school menus, parent and staff newsletters, parent and student handbooks, e-mails and handouts 	Food service director, food service managers, school nurse supervisor, support staff	May 31
5. Develop PowerPoint presentation and training tools about the district policy, including supporting resources.	<ul style="list-style-type: none"> PowerPoint presentation, handouts 	Food service director, school nurse supervisor	May 31
6. Schedule and deliver presentations to inform district school staff and families about the district policy, e.g., staff in-service days and parent events.	<ul style="list-style-type: none"> Schedule of district in-service days and parent events 	Food service director, food service managers, school nurse supervisor, school nurses, support staff	August 31



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